

**Planning and Zoning Committee of the  
MidCoast Community Council  
PO. Box 64, Moss Beach, CA 94038**  
*Serving 12,000 Residents*

**WHEN:** Wednesday, January 19, 2000 at 7:30 PM

**WHERE:** 3-0 Café at the Half Moon Bay Airport, Hwy. 1 between Moss Beach and El Granada

**Call to Order and Introductions**

**Public Comment:** The public can comment on any item not on the regular agenda. The P&Z Committee, however, can only act on the items on the regular agenda.

**Updates, Notices and Announcements:**

**Regular Agenda:**

1. Discussion and committee action on (a) County process to ensure all proposals go to MCC (w/recommended letter) and (b) MCC P&Z process to handle larger number of proposals, including applicant notification & involvement. **Start Time: 7:45 PM.**
2. Old/Continued Business - Applications returning for re-review or continued from last meeting. Reference numbers are PLN's with APN's in (parenthesis). **Start Time: 8:00 PM.**
  - a) PLN 1999-00625 (047-125-240) - New SFR on Valencia St., El Granada. Resubmittal.
  - b) PLN 1999-00774 (048-014-130) - Mirada Rd. at Medio Ave, Miramar. 6 unit expansion (non-contiguous) to Cypress Inn.
  - c) PLN 1999-00862 (036-054-100) - 1400 Main St., Montara. Addition to Pizza Take-out Shop.
  - d) PLN 1999-0893 (048-021-170&180) - Magellan Ave, Miramar. New SFD. Applicant has resubmitted design based on our and planner's comments.

NOTE: PLN's 1999-00825 & 826 (Columbus St. in El Granada) are on hold until further notice.

3. New Applications - Reference numbers are PLN's with APN's in (parenthesis). **Start Time: 8:30 PM**
  - a) PLN 1999-00262 (047-204-020) - 6-unit townhouse at 516 Avenue Alhambra, El Granada.
  - b) PLN 1999-00586 - (047-024-460/047-142-260) - New SFR, with Variance to enroach ten feet into the 20 feet front and rear yard, Coastal Development Permit and Design Review for new SFR. Northside of Ave. Portola at Del Monte Rd., El Granada.
  - c) PLN 1999-00624 (047-125-250, 260) - New SFR on Valencia St., El Granada.
  - d) PLN 1999-00874 (048-022-350) - Staff level CDP & Design Review for new SFR. 350 Magellan Ave., Miramar.

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## MCC P&Z Agenda for 1/19/00 continued

- e) PLN 1999-00903 (048-056-070) - New 2020 sf SFD, Coastal Development Permit and Design Review. Lee (formerly Hermosa), Miramar.
  - f) PLN 1999-00928 (047-103-120) - New 53 sf hot tub in rear yard. 347 Vallejo St., El Granada.
  - g) PLN 1999-00930 (036-151-490) - Design Review and Coastal Development Exemption for second story addition and enclosure of existing patio. 1041 Cedar in Montara.
  - h) PLN 1999-00936 (048-023-020) - Enclosure of existing patio at rear of building. 320 Coronado Ave, Miramar.
  - i) PLN 1999-00962 (047-242-290) - New SFR on east side of Francisco St., 50 feet south of San Clemente Rd. El Granada.
4. Update and possible action item on Harbor Village project.
  5. Update and possible action item on Moss Beach Highlands Affordable Housing project.
  6. Any emergency items that arrived after the posting of this agenda.
  7. **Set Future Agenda and Future Meeting dates.** Our next regular meeting will be February 2, 2000. Happy Groundhog Day!

### Adjourn

For any comments or questions, or for further information on agenda items, please contact the Chair, **Chuck Kozak**, at 728-8239 or by e-mail at [cgk@montara.com](mailto:cgk@montara.com)

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**Addendum and Notes for P&Z Meeting of 01/19/00**

Please note that the APN given for Item 2.d in the previously posted agenda was wrong - the item should read:

d) PLN 1999-0893 (048-021-170&180) - Magellan Ave, Miramar. New SFD.  
Applicant has resubmitted design based on our and planner's comments.

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Some notes on other agenda items:

1. Discussion and committee action on (a) County process to ensure all proposals go to MCC (w/recommended letter) and (b) MCC P&Z process to handle larger number of proposals, including applicant notification & involvement.

I have been talking with the planners at the County on how this could best work, and have come up with the following suggestion for a procedure (which is essentially what we've been doing the past couple of meetings):

1) Planner sends referral to MCC P&Z. Package should include:

- a) Main Referral Form
- b) Location map from Zoning Map book
- c) Full size (or large enough to be legible) plans showing site plan, elevations and floor plans. Should include information on lot coverage and floor area.
- d) Copy of Planning Permit Application.
- e) Copy of Coastal Development Permit Application or Exemption Application.
- f) Copy of Design Review Application
- g) Copy of Environmental Information and Hazardous Waste Site Disclosure Form.

2) Upon receipt, Chair (or designee) reviews package, sends planner email or fax acknowledging referral & noting any other needed materials, and schedules for next scheduled P&Z meeting.

3) Chair assigns referral to committee member for pre-review. This would entail:

- a) a review of the plans, checking for the usual things like zoning compliance, setbacks, etc.,
- b) checking on water and sewer status as listed,
- c) a site visit to compare submitted documents to "what's on the ground",
- d) a review of plans under general design review guidelines, and
- e) talking to the planner/owner/applicant/architect/builder/whoever if necessary to get answers to questions.

It's a lot quicker than it sounds and speeds up the meetings if someone at least has looked at these beforehand.

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### **Addendum and Notes for P&Z Meeting of 01/19/00 (cont.)**

4) Planner at County will notify applicant of when P&Z will review their application and discuss with them what/who they might bring along (scale models, architects, etc.). County planners will provide the phone number of the P&Z chair if the applicants wish to discuss their project beforehand.

5) Reviewing committee member will present the project at the regular meeting, along with any information, comments or recommendations that may have been developed. All applications will be reviewed in public meeting, along with any formulation of comments and recommendations.

6) After review at the P&Z meeting, the chair will write up comments and any recommendations and forward to the planner. If issues or questions are not resolved, the item may be continued to a future meeting of the P&Z committee. Recommendations may include referral to the regular MidCoast Community Council for review and action.

7) County planners will forward any changes or notices of further action on the permit. Significant changes may warrant re-review by the committee. Application will stay in active file status until final approval has been granted or denied, and appeal periods have passed.

I haven't gotten final OK from the top at Planning on this, but the attitude is favorable. Any ideas on how to spread administrative work back to paid staff at the County would be helpful.

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4. Update and possible action item on Harbor Village project.

The Council has asked the chair to track the process of the soon-to-start construction of the Harbor Village Project at Capistrano and Hwy. 1. I will have a brief report from discussions with the planner in charge or overseeing the permitting process.

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5. Update and possible action item on Moss Beach Highlands Affordable Housing project.

The County is getting ready to release the final EIR for the Moss Beach Highlands Affordable Housing project - this item is to pass along what information I can gather on the timing of the release and subsequent actions concerning the project.

Chuck Kozak  
MCC P&Z Chair  
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